

WAYNE CHURCH - A UNITED METHODIST COMMUNITY
Love & Serve through Christ
210 S. Wayne Ave, Wayne, PA, 19087
wayneumc.org
(610) 688-5650

Position Title: Director of Children's & Family Ministries (Part-Time)

Major Function:

Responsible for the development and coordination of a Christian discipleship program for birth through fifth grade that provides a foundation for worship and a lifetime of faith.

Duties/Responsibilities:

- Develops a Christian discipleship program for children birth through fifth grade under the guidance of the Lead Pastor
- Incorporates interactive and experiential activities, as well as technology, to appeal to all ages and learning styles
- Tailors the curriculum and childcare to the unique needs and varying ages of the children
- Coordinates curriculum for Children's Church and childcare during worship services and other special events; ensures volunteer and staff coverage for each occasion
- Hires/Recruits, trains, and manages both paid and volunteer childcare staff
- Manages classroom set-up and the procurement of classroom/activity supplies
- Collaborates with the Lead Pastor and Youth Pastor to align discipleship plan across the children, youth, and adult ministries
- Encourages children to serve in Sunday worship services
- Develops special community-oriented opportunities (i.e. VBS, fall, Christmas, Easter events)
- Coordinates family friendly events to encourage and support Christian values and family traditions
- Builds relationships with parents and children and provides support and care in conjunction with the Lead Pastor and other ministry areas
- Executes strategies to enrich and grow the children's ministry
- Provide the Children's Message during worship as needed
- Works with other church staff to fulfill duties, enrich the discipleship programs, expand Wayne Church's reach (i.e., Office Administrator, AV Director, Communications Director, Director of Children's Music)
- Ensures compliance with all child safety laws and regulations (i.e., Safe Sanctuaries [UM requirement], background checks, mandated reporter training)
- Develops and implements staff and volunteer guidelines and code of conduct
- Opportunities to deliver Sunday sermons for those interested
- Other duties as needed and as assigned

Desired Staff Characteristics

- Strong Christian faith and passion for children's and family ministries
- Loving and caring marked by a high level of patience and tolerance
- Understands unique needs and challenges of today's children and can meet them at their level
- Ability to communicate to both children and adults
- Ability to work in a team-based environment
- Commitment to go above and beyond to achieve specific goals during key seasons throughout the year
- Accountable and flexible

Experience/Educational Requirements and Qualifications:

- Related experience working with children (minimum of 3 years preferred)
- College degree preferred
- Background in seminary or early childhood education a plus
- Cleared through state and national background checks
- Ability to balance multiple projects while staying organized

Reports to the Lead Pastor.

This is a part-time position, including Sundays, estimated at 25 hours/week, but flexible based on candidate. Interested applicants should send a resume to learnmore@wayneumc.org.